

# DAS Procurement Update



## GREEN BUYING

Procurement Services has developed a new Green Buying web site. Please visit the new web site at: <http://das.iowa.gov/green/index.html> DAS Procurement Services and the National Institute of Governmental Purchasing sponsored four webinars on Responsible Green Purchasing.

Part 1: Responsible Purchasing Goes Mainstream: <http://das.gse.iowa.gov/GreenI.ppt>

Part 2: Responsible Green Purchasing: Top Ten Tricks of the Trade: [http://](http://das.gse.iowa.gov/GreenII.ppt)

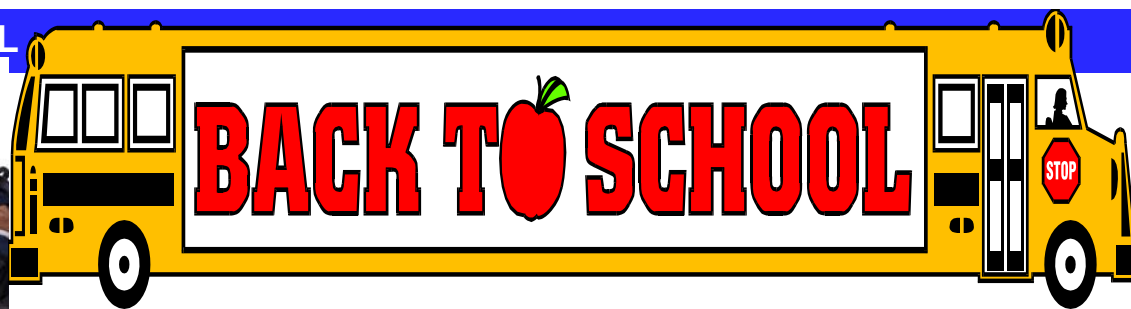
[das.gse.iowa.gov/GreenII.ppt](http://das.gse.iowa.gov/GreenII.ppt)

[das.gse.iowa.gov/GreenIII.ppt](http://das.gse.iowa.gov/GreenIII.ppt)

[Part 3: Writing a Responsible Purchasing Policy: http://](http://das.gse.iowa.gov/GreenIV.ppt)

[Part 4: Avoid being fooled by misleading environmental and social claims: http://das.gse.iowa.gov/GreenIV.ppt](http://das.gse.iowa.gov/GreenIV.ppt) If you missed any of these presentations, feel free to review them at the website.

## BACK TO SCHOOL



## I/3 UPGRADE

In the 2 months it's been since our upgrade to the Financial and Data Warehouse applications, the I/3 team has been busy answering questions, resolving issues and developing training materials. Two training sessions were held, in coordination with DAS-GSE for the Center of Excellence program. The I/3 Team has also presented two sessions on 'I/3 Data Warehouse Basics'. Two more sessions on I/3 Data Warehouse Basics are scheduled on August 20 and September 11. If you are interested in participating, please visit the I/3 website (<http://intranet.iowa.gov/i3/>). Click on the Training Calendar link on the right side to register.

Recent changes made to the I/3 Financial application include: making the phone number optional in the address section on vendor documents and approved documents bypassing the comments section. Other issues being addressed by the I/3 Team include being able to delete a PRC when it is created from URSRCHMA and researching why line breaks aren't printing in text fields. All users are encouraged to contact a member of the I/3 team (Keith Mcleod, Nick Miller, Tricia Snyder, Roger Johnson, Lori McClannahan) if they believe functionality isn't working properly. Through research and working with our vendor, sometimes we find a defect and other times we realize the system is functioning as designed. So, please don't hesitate to contact the I/3 Team if you believe there is an issue

## UPCOMING EVENTS

QUARTERLY MEETING—September 30—October 2, 2008—Glenwood, IA—If you have any questions, please contact Betty Hauger at [bhauger@dhs.state.ia.us](mailto:bhauger@dhs.state.ia.us) for detailed information or 712-525-1449

CPPB Testing Review—September 30—October 1, 2008—Hoover State Office Building

## CONTRACT NUMBERING

Reminder: When a contract is re-bid, GSE Procurement will use the new numbering format. Example: CT5555 is expiring and is re-bid. The new contract number will have the current FY 5555-08. If you have questions or comments regarding this new format, please contact Debbie O'Leary at: [Debbie.Oleary@iowa.gov](mailto:Debbie.Oleary@iowa.gov) or Lois Schmitz at: [Lois.schmitz@iowa.gov](mailto:Lois.schmitz@iowa.gov)

## POSTING TO THE TSB 48 HOUR WEB SITE

The Dept of Inspections and Appeals has made some changes to the Targeted Small Business' (TSB) web site. The web site is now password protected for TSB's access only. If you need to have a print out of your posting you have (1) of (3) options: (1) Print before you press "Finished"; (2) wait for 96 hours and then go to: <http://www.iowalifechanging.com/business/tsb/tsbbadsearchpass.htm>, click on "[Return](#)", click on "[Search previous TSB postings](#)"; (3) Call Lois

## NEW CENTERS OF EXCELLENCE

Congratulations to the many agencies that have completed at least two of the four required courses for Advanced Purchasing Authority.

IPTV – Lori Smith	AG – Barbara Chambers	IWD – Rita Carroll
DAS Printing – Stella Sussex	DVRS – Bill Van Gundy	IWD – Inkham Dara
IDR – Susan Khamtanh	DNR – Linda Miller	DOC - Karen Little
DPD – Joyce McIntire	DPS – Georganna Beavers	EDU – Rose Hefty
DPH – Jody McNaughton	DAS – Ken Discher	DPS – Tina Palmer
DPH – Meg Rottinghaus	IWD – Maudine Ewing-Carter	

One of the required courses sponsored by GSE is 'Contracts and Code'. Over 30 agency staff attended the July class. Another class is scheduled for September and that class is already full. We want to thank you for your continued interest in learning correct and legal procurement processes.

## SOLE SOURCE/EMERGENCY FORM

As many of you are aware, Iowa Code Chapter 7J authorizing charter agencies went away on June 30, 2008. As a result, sole source and emergency purchasing processes for goods will again require approval from the Department of Administrative Services (DAS). Agencies with independent purchasing authority, as authorized by Iowa Code are not required to submit requests to DAS for approval. Requests for sole source purchases of services will remain with agencies. These requests do not require approval from the DAS Director.

To assist with your sole source and emergency procurement requests, an electronic form has been developed. The link to this form is found at: <http://das.gse.iowa.gov/solesource.pdf> Please fill out this form on-line and electronically submit it.

Please note that one new requirement has been added for sole source requests. At least 5 days before submitting your request to DAS, we ask that you advertise the sole source request on the Bid Opportunities website at: <http://bidopportunities.iowa.gov/>. This procedure is used by many other state governments and will help ensure that all vendors are aware of the sole source request. If you need assistance with posting your sole source request to the bid opportunities website, please contact Pam Dickey at [pam.dickey@iowa.gov](mailto:pam.dickey@iowa.gov), 515-281.6355, or Debbie O'Leary at [debbie.oleary@iowa.gov](mailto:debbie.oleary@iowa.gov), 515-281-8384.

## POWERPOINT FOR PREPARING FOR THE CPPB EXAM

"Preparing for the CPPB Exam What to Expect - The Current Exam versus the New Exam". Given by: William E. Hertwig, Jr. CPPO, CPPB, C.P.M., A.P.P. on June 19, 2008 12 PM CT. Attached is a copy of the PowerPoint given: <http://das.gse.iowa.gov/CPPB%20Exam.ppt> If you are interested in testing for the CPPB Exam, please contact Lois Schmitz at: [lois.schmitz@iowa.gov](mailto:lois.schmitz@iowa.gov) or call 515-242-6118.

## IOWA NIGP CHAPTER

**The new NIGP Iowa Public Procurement Association** held the first official board meeting in Williamsburg, Iowa, Tuesday, July 22<sup>nd</sup>.

Board Members include:

**Luana Stoneking** from the City of Ames, President  
**Judy Lehman** from the City of Cedar Rapids, Vice-President  
**Laurie Hoing** from DAS in Des Moines, Secretary  
**Pat Harmeyer** from DOT in Ames, Treasurer  
**Bob Spring** from Davenport Community Schools, Member at Large  
**Catherine McRoberts** from UNI in Cedar Falls, Member at Large  
**Jill Kennebeck** from the Anamosa Penitentiary, Member at Large



We have only just begun the process of forming the Iowa NIGP Chapter, but here are a few of the decisions determined at our first meeting:

The general membership will elect the board members. The terms will begin with Secretary and Vice President serving three year terms, the President and the Members at Large serving two year terms, and the Treasurer serving a one year term. Officers must be engaged in the public procurement profession and be a member of good standing in the Iowa NIGP chapter.

Dues will be set at \$20.00 per year and will cover January 1-December 31. Membership applications will be e-mailed to a list of those who indicated interest in joining.

**SAVE THE DATE!!** You may wish to bring your check and membership application to Des Moines November 19<sup>th</sup>, because the Chartering Ceremony and first member meeting will be held in Des Moines at the Wallace State Office Building, times are yet to be determined. It will include a training session in the morning (TBD) by Mike Bevis. Mike's Biography is shown below. You won't want to miss this groundbreaking event! Our chapter meeting will take place in the afternoon.

**Michael Bevis, CPPO, C.P.M., PMP** is the Chief Procurement Officer for the City of Naperville, Illinois. He has been an instructor for NIGP, is a Member of the Board of Directors of NIGP, has served as a member and Chair of the NIGP Research Committee and is active in NIGP's PMAP programs. A graduate of Georgetown University Law Center in Washington D.C., he has practiced law in Ohio, Illinois and before several Federal courts before focusing on Procurement Management. His teaching experiences include Procurement Management courses at DePaul University in Chicago. His purchasing experiences have included Deputy Purchasing Agent for the City of Chicago and Purchasing Manager for the Chicago Park District. In his current position he has lead the City of Naperville to Outstanding Agency Accreditation from NIGP and is a seven time winner of the Achievement of Excellence in Procurement Award; the 2006 NIGP Innovation Award; 100% Certification and the City of Naperville is also the first municipality to receive the Pareto Award of Excellence in Public Procurement.

During this event, we will ask the members to affirm the Board members since no formal election was held.

Our second board meeting is taking place on August 14<sup>th</sup>, via teleconference and we will continue to work on getting the Iowa Public Procurement Association off the ground and running.

We hope to see you at the Chapter Ceremony on November 19th!

## TERMS AND CONDITIONS REMINDER

By now agencies utilizing your delegated purchasing authority from DAS/Procurement, should be using the new terms and conditions, updated by the Attorney General's office, on all goods bid documents, contracts and purchase orders. The previous terms and conditions do not provide the necessary protections for the State of Iowa and should not be used.

The new terms and conditions can be found on our website: [http://das.gse.iowa.gov/](http://das.gse.iowa.gov/terms_goods.pdf)

[terms\\_goods.pdf](http://das.gse.iowa.gov/terms_goods.pdf)

Contact Lois Schmitz for more detailed information. 515-242-6118 or [Lois.schmitz@iowa.gov](mailto:Lois.schmitz@iowa.gov)

## FLOOD COVERAGE—OUR HATS ARE OFF TO: KEN PAULSEN AND DAVE KAILI

Ken and Dave were instrumental in assisting with the Homeland Security Emergency Management with, locating the commodities they were requesting and procuring them within a very short delivery timeframe. Many of the items, such as drinking water, pumps and hoses, generators, sand bags and poly wrap were obtained after hours and on the weekends. Ken was able to obtain 1000 rolls of poly wrap that had to be manufactured on a Sunday evening. It was delivered on Monday to the Burlington area. Without his actions, things would have been much more devastating in many locations of the floods.

The following summarizes purchases made on behalf of HSEMD during the period June 8th through June 18th, 2008, for a total purchase of approximately \$1.7 million. Some of the items purchased were:

- Sand Bags
- HESCO Barriers
- Poly wrap, 20' x 100'
- Weekly Rental of 45 Trash Pumps
- Portable 3" Trash Pump Purchase x 10
- Weekly Rental of CLEAN Water Pumps x 3 (Cedar Rapids)
- Water Purchase
- 5 Gal. Water Containers

Next time you see Ken or Dave, give them an "Way to Go!"

## How's Our Service?

It is our goal to provide Exceptional Customer Service. Use this link to report experiences involving our staff, systems, and processes. <http://das.gse.iowa.gov/ourservice.pdf>

## Feedback Needed!!

We hope you have found this DAS PROCUREMENT UPDATE informative. We plan to publish UPDATE quarterly. It may contain information about new contracts... articles of interest...and future items. Please let us know if you would like a particular topic covered by contacting Pam Dickey at [pam.dickey@iowa.gov](mailto:pam.dickey@iowa.gov) or Debbie O'Leary at [debbie.oleary@iowa.gov](mailto:debbie.oleary@iowa.gov)